

Guidelines for submitting requests for Electronic Reserves

- All materials placed on reserve are for the noncommercial and educational use of students.
- All reserve materials must be accompanied by a completed reserve request form. Reserve request forms are available at the library's circulation desk. Or you may download and print the form from the reserves page on the library website.
- Provide sharp, unbound single-sided photocopies of book chapters, articles, notes or homework solutions. Copies should be supplied on 8 ½ x 11 paper. Paper materials will be scanned by library staff and placed on electronic reserve. The library will accept diskette or CD submissions of Microsoft Word documents and PowerPoint presentations. Diskettes or CDs must be accompanied by a completed reserve request form. In addition, instructors may scan materials themselves (along with a completed reserves request form) and submit them as email attachments. Send scanned items to Michele McCullar, Reserves Librarian.
- A complete bibliographic citation is required for each item that you submit. Materials submitted without proper bibliographic information will be returned to the faculty member unprocessed.
- Please allow 5 days for your request to be processed.
- All electronic files will be removed from the reserve system at the end of each semester. Linscheid Library will not provide access to electronic reserves for inactive courses at any time.

Linscheid Library complies with the U.S. Code: Title 17, Section 107 governing Fair Use. This means that all materials placed on reserve will conform to the following guidelines:

- No more than 10% of one chapter from a book. Percentages are based upon the total number of pages in the volume. Complete books will not be scanned in their entirety for electronic reserves.
- No more than one article from one journal or newspaper title per course.
- No more than one short story, short essay or short poem regardless of collection or anthology.
- No more than one chart, graph, diagram, drawing or picture from a periodical, book, or newspaper.
- Materials placed on reserve for any subsequent semester for the same course/instructor will require copyright permission.

Please contact Michele McCullar , Reserves Librarian, if you have questions about Electronic Reserves: 559-5370.